



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 1320

PAGE: 1 OF 9

CATEGORY: **General Administration,
Special Programs/Projects**

EFFECTIVE: **10-30-64**

SUBJECT: **Grants/Projects Supported by Outside
Funding Sources**

REVISED: **5-16-06**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing initiation, approval, and administration of supplemental projects and grant programs sponsored by private foundations or governmental agencies, including all new federal and state programs that require filing special applications. This procedure includes, but is not limited to, projects supported by the following:
 - a. Grants from state and federal government agencies
 - b. Private foundations
 - c. Corporations
 - d. Elementary and Secondary Education Act of 1965 as reauthorized by the *No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110)*
 - e. Carl D. Perkins Vocational and Technical Act of 1998, Public Law 105-332
 - f. All other acts or laws of similar nature enacted by state or federal government

2. This procedure does *not* cover:
 - a. Programs for which the state reimburses excess cost, such as educable mentally and physically challenged students.
 - b. Research projects and limitations (Procedure 4930).
 - c. District-financed pilot programs and courses (Procedure 4060).
 - d. Extensions and amendments that do not significantly alter the purpose or financing of existing programs.

3. **Related Procedures:**

District contracts	1570
Pilot programs (K-6) and pilot courses (7-12)	4060

District Research Conducted by Candidates
for advanced degrees and by professional researchers 4930

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-3000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Resource Development, Financial Operations Division, Office of the Chief Administrative Officer.
2. **Definitions**
 - a. **Project:** A specific educational task or effort for a limited length of time.
 - b. **Grant-supported projects:** Supplemental projects or programs in which the district is the beneficiary of funds from outside agencies such as private foundations or governmental agencies, including federal and state programs, that require the filing of a special application which may become a contract when approved.
 - c. **Request for Proposal/Application (RFP/RFA):** The announcement from a funding agency that a grant is available and the agency is requesting proposals/applications that meet the agency's funding requirements. The RFP or RFA usually includes application guidelines, forms, and timelines that are needed for an applicant to develop a proposal.
 - d. **Request to Develop a Proposal (RDP):** The district form used by an applicant to request approval from the Executive Committee to begin developing a grant application; also required for participation in a project funded by a grant submitted by a nondistrict agency. Describes the purpose of the grant, its support for improving student achievement, amount of funding requested, partners involved and matching funds or sustainability requirements.
 - e. **Board Information:** The Board of Education shall receive for information a list of grants awarded, and a description of the grants applied for and received on a monthly basis.

- f. **Assurances/legal assurances:** The terms and conditions specified by the funding agency that describe the contractual relationship established with the district upon acceptance of the grant. The terms and conditions may be subject to audit up to five years following the final date of the grant.
 - g. **Fiscal agent.** The agency that will receive and account for the grant funds if the grant application is successful.
 - h. **Grant award letter:** The official legal notification from a funding agency that an application was approved and a grant is to be awarded. It lists the name of the grantee, usually an award number, the grant amount, the grant period (beginning and ending dates), reporting date(s), and the terms and conditions required for accepting the grant. The grant award letter is usually a form, accompanied by legal assurances, or it may be a letter, especially from a private foundation.
 - i. **Project coordinator [Principal Investigator (PI)]:** Person designated to coordinate implementation of project operations.
3. **Need.** Projects are considered when they meet specific educational needs resulting in new programs or improvements in existing programs and align with the district mission and goals. Anyone may initiate a request to apply for a grant.
4. **Organization for Projects.** To avoid duplication of functions and staffing, all grant applications that are funded must be implemented through existing district organizations (divisions) and procedures unless specifically excepted by the superintendent.
5. **Responsibilities.** All grant applications designed to support projects in which the district will participate, regardless of whether the district is the fiscal agent, sole contractor, or participant, must be approved by the Executive Committee.
 - a. **Applicant**
 - (1) Comply with all items set forth in this procedure, including contacting the Office of Resource Development to indicate interest in developing a grant application, obtaining Executive Committee approval to develop application and submit application.

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- (2) Notify the Office of Resource Development when the school/department wishes to participate in a grant application where the district is not the fiscal agent; that is, a nondistrict agency will receive the grant funds.

b. Office of Resource Development

- (1) Assist grant applicants in the application process by coordinating the application development and obtaining required signatures (superintendent and others), supply administrative codes, figures and statistical information related to the district, e.g., County District School codes, California Basic Educational Data System enrollment, free/reduced lunches percentages, federal I.D. number, and Data Universal Numbering System number.
- (2) Maintain files on legislation, guidelines, and correspondence related to all grant-supported projects and funding sources.
- (3) Suggest and/or provide information about potential funding sources to grant applicants at their request.
- (4) Keep district instructional offices and schools informed about available funding opportunities.
- (5) Represent the district and develop appropriate work relationships with external funding authorities; review and advise on sources of special funds to assist in meeting district educational needs and goals.
- (6) Develop positive and cooperative relationships with all district instructional departments and schools, and keep them informed regarding grant sources and opportunities.
- (7) Ensure that grant applications are processed through the Executive Committee and funding sources, including readjustment of projects before continuation or renewal. Coordinate all reports with the Financial Operations Division to describe financial implications of grant, including amount of indirect costs and matching funds, if required.
- (8) Prepare grant approval announcement and circulate information to the Budget Operations Department, Accounting Operations Department, originating office/school(s), and other offices as appropriate.

- (9) Assist in determining if project evaluation is to be conducted prior to submission of the grant application. The Office of Resource Development, Standards, Assessments and Accountability (SAA), and the administrator who would have responsibility for project implementation shall jointly make this determination, including amount of funds required for evaluation.
 - (10) Establish and maintain a records—and-reporting system to facilitate grants management and control; maintain data on grant status; assist project administrator/coordinator, as necessary, in preparation of reports for the superintendent and the Board of Education.
 - (11) May coordinate contract approval activities related to the grant.
 - (12) May assist in the district's internal monitoring and review process during project implementation period.
 - (13) May participate in the budget monitoring process.
 - (14) Ensure that project reports are prepared and submitted as required.
- c. **Project Coordinator [Principal Investigator (PI)]**. Has decision-making authority and line authority over all staff involved in project operations; report to division head, area superintendent, or higher; and has budget and personnel responsibility.
- (1) Submit request to develop a proposal form to the Executive Committee.
 - (2) Coordinate development of grant application after approval by the Executive Committee.
 - (3) Prepare grant budget in cooperation with the Office of Resource Development and/or Budget Operations Department.
 - (4) Arrange for community involvement, as appropriate.
 - (5) Coordinate project operations in accordance with legal assurances and/or contract provisions; maintain operational records.

- (6) Provide information on status of projects to the Office of Resource Development, if requested.
- (7) Coordinate with the Office of Resource Development all changes that require state, federal, or other approval.
- (8) Prepare operational reports as required, including evaluation as specified in assurances or contract.
- (9) Retain custody of time-certification for fully and partially funded full-time and part-time employees in compliance with Office of Management and Budget (OMB) Circular A-87, as appropriate.
- (10) Ensure that all employees funded by grant are knowledgeable of and in compliance with time-reporting requirements.
- (11) Identify participant support costs in the accounting records to ensure that the correct indirect cost rates are used and applied to the correct allocation base in all grants.
- (12) Ensure all cost expenditures recorded in the accounting system and all costs claimed are allowable in accordance with OMB Circular A-87.
- (13) Ensure manual journal entries will be documented, fully supported, and maintained by the budget analyst.
- (14) Ensure that all claimed costs are allowable and adequately supported.

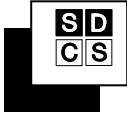
Note: Project Coordinator has responsibility to file and maintain records on all federally-funded grants for three (3) years after funding to the district for the project ends. The records include but are not limited to time certifications, original requisitions, purchase invoices, agendas, attendance sheets, contracts with consultants and time cards (stipend pay). Each site shall maintain custody of the time cards for substitutes.

- d. **Principal.** (If school is submitting the grant application or participating in the grant-funded project.)
 - (1) Perform role of the project coordinator if necessary.

- (2) Participate in project design; assume responsibility for application contents and accuracy.
- (3) If project is funded, implement project in accordance with contract and district procedures.

D. IMPLEMENTATION

1. **Grant Development.** Persons interested in applying for a grant must contact the Office of Resource Development before approaching a funding source to confirm they are not applying for funds in competition with other offices, departments, programs, schools, or executive officers of the district.
2. **Grant Approval**
 - a. **Applicant determines whether grant** requires a “Request to Develop a Proposal” (RDP) form (C.2.c). Applicant completes form as soon as possible, obtains written approval from appropriate assistant superintendent or division head, and submits it to the Office of Resource Development with a copy of “Request for Application” (RFA) form. Office of Resource Development can review RDP form prior to submission to the Executive Committee to assure alignment with district goals, if requested.
 - b. **All grants applied for and awarded** in the San Diego Unified School District must be provided to the Office of Resource Development. Office of Resource Development coordinates ratification process for applicant schools, including writing and submitting related documents.
 - c. **Office of Resource Development submits RDP** to the Executive Committee for grants in the amount of \$25,000 or more for review and approval/disapproval. Office of Resource Development notifies applicant when the Executive Committee approves RDP form. Applicant continues to develop grant application and is responsible for meeting submission deadline.
3. **Grant Submission.** A grant deadline is the last date the application can be *received* at the funding agency, or the last date the application can be *postmarked*. This information can be found in the RFA, along with the address and number of copies needed.
 - a. **For received dates, overnight courier services may be used** to comply with grant deadlines.



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E. FORMS AND AUXILIARY REFERENCES

1. "Request to Develop a Proposal" forms for approval of specific grant may be obtained from the Office of Resource Development or downloaded from the Office of Resource Development link on the district web site, <http://www.sandi.net/depts/grants/index.htm>.

F. REPORTS AND RECORDS

1. Records are retained in the Office of Resource Development as required under specific law.

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Schools